



9 September 2021

MEMORANDUM CIRCULAR NO. 96
Series of 2021

**T O: All Vice-Presidents, Deans, Directors, Department/Unit Heads, Faculty, Staff
and dDRCs of All Units**

R E: Amendment of the Audit Plan for the 3rd Internal Quality Audit

In connection with the Audit Plan for the 3rd Internal Quality Audit (with Document Reference Code FM-QAC-19 v2, No. 21-01) as attached in the OP Memorandum Circular No. 95, series of 2020 (with Document Reference Code FM-OOP-02 v2, No 21-95) released on September 03, 2021, on the conduct of the 3rd Internal Quality Audit, I am issuing the amended Audit Plan with document Reference Code FM-QAC-19 v2, No 21-02) as communicated by the Internal Quality Audit Lead Auditor to include the Procedure Manual of the Office of the Vice President for Student Affairs & Services (page 14-26) and to change the schedule of the Virtual Internal Auditor's Meeting and the Closing Meeting on November 22, 2021 and November 29, 2021, respectively (page 26-26).

For the purpose of your guidance.

Thank you for your usual cooperation.


EDGARDO E. TULIN
President



AUDIT PLAN

Audit No.: 03	Type of Audit: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Special	Page 1 of 26
Name of Organization: Visayas State University		
Address: Visca, Baybay City, Leyte 6521 Philippines		
Audit Scope: Whole Quality Management System		
Audit Objectives: To assess the organization's conformance to the requirements of ISO 9001:2015 Standard; To assess the effectiveness of the implementation of planned management system; and To identify areas for improvement.		
Audit Criteria: Quality Management Manual, Quality Procedures, Guidelines, ISO 9001:2015 Standard		
Audit Method/s: Remote/Virtual Audit with follow-up onsite audit		
Audit Team: Lead Auditor: Luz O. Moreno (LOMoreno) Team Members: Louella C. Ampac (LCAmpac), Rommel B. Armecin (RBArmecin), Milagros C. Bales (MCBales), Marlon G. Burlas (MGBurlas), Editha G. Cagasan (EGCagasan), Rysan C. Guinocor (RCGuinocor), Jacob Glenn F. Jansalin (JGFJansalin), Suzette B. Lina (SBLina), Manolo B. Loreto (MBLoreto), Jr., Ma. Theresa P. Loreto (MTPLoreto), Medardo C. Magdadaro, Jr. (MCMagdadaro), Andreli D. Pardales (ADPardales), Dennis P. Peque (DPPeque), Argina M. Pomida (AMPomida), Ma. Elsa M. Umpad (MEMUmpad), Sean O. Villagonzalo (SOVillagonzalo) & Aleli O. Villocino (AOVillocino) Observer/s: Nancy V. Dumaguing (NVDumaguing), Pamela P. Orano (PPOrano), Ana Marquiza M. Quilicot (AMMQuilicot), Nick Freddy R. Bello (NFRBello), Michelle A. Borleo (MABorleo), Ma. Louella Tambis (MLTambis), Ma. Roberta S. Mirafior (MRSMirafior), Shalom Grace C. Sugano (SGCSugano), Elmera Y. Banoc (EYBanoc), Angelica P. Baldos (APBaldos), Raquel H. Dohiling (RHDohiling), Vicente A. Gilos (VAGilos), Ma. Teresa A. Cruz (MTACruz), Gideon Niel D. Tan (GNDTan), Mariane B. Ubay (MBUbay), DeeJay M. Lumanao (DMLumanao), Bayron S. Barredo (BSBarredo), Charis B. Limbo (CBLimbo), Leo A. Mamolo (LAMamolo)		

Vision:

A globally competitive university for science, technology, and environmental conservation.

Mission:

Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

SCHEDULE					
DATE	TIME	AUDIT AREA/ ACTIVITY	ISO CLAUSES / PROCEDURES	AUDITEE	AUDITOR
Sept. 27, 2021 (Day 1)	8:30-9:00	Virtual Opening Meeting			Top Management Team, Auditees, Audit Team
	9:00-12:00	Top Management - Business Planning - Strategic Directions Special Focus: - Management Review - Changes in the QMS - Quality Policy - Quality Objectives - Interested Parties and their requirements - Resources - Applicable Regulatory and Statutory Requirements - Customer Satisfaction; Feedback and Complaints Handling	PM-VPR-03 from PM-QAC-01 Objectives, Targets, Program Setting PM-VPR-02 from PM-QAC-03 Risk Assessment Procedure GL-VPR-01 from GL-QAC-01, PM-QAC-04 Management Review PM-VPR-01 Institutional Planning PM-QAC-02 Handling Interested Parties Feedback PM-QAC-05 Control of Nonconforming Parts/Services PM-QAC-10 Corrective Actions	University President, 5 VPs & respective dDRCs	Auditors: LOMoreno & MCBales Observers: NVDumaguang AMMQuilicot
		CAFS	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-IMD-01 Procedure on Preparation, Evaluation and Reproduction of IMs GL-IMD-01 Guideline on Preparation and Evaluation of IMs		Auditor: RCGuinocor Observer: NFRBello
		CME	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines		Auditor: MBLoreto Observer: MABorleo
Sept. 27, 2021 (Day 1)					

**Sept.
27,
2021
(Day 1)**

9:00-12:00

DPM	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: RBArmecin Observer: MLTambis
DCHM	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: MGBurlas Observer: MRSMiraflor
DAS	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: JGFJansalin Observer: SGCSugano
DSS	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: EGCagasan Observer: EYBanoc

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**Sept.
27,
2021
(Day 1)**

9:00-12:00

Department of Agronomy	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: MTPLoreto Observer: APBaldos
VICARP	OVPREI Quality Procedures and Guidelines	Department Head & dDRC	Auditor: MCMagdadaro Observer: LAMamolo
DevCom	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: ADPardales Observer: VAGilos
DepStat	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: DPPeque Observer: MTACruz
DTE	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: AMPomida Observer: GNDTan
DBM	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: MEMUmpad Observer: MBUbay

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Sept. 27, 2021 (Day 1)	9:00-12:00	DABE	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: SOVillagonzalo Observer: DMLumanao
		Risk and Opportunities Management	PM-VPR-02 from PM-QAC-03 Risk Assessment Procedure GL-VPR-01 from GL-QAC-01 Risk Assessment Guideline PM-VPR-03 from PM-QAC-01 Objectives, Targets, Program Setting	Risk Manager & dDRC	Auditor: LOMoreno Observer: NVDumaguing
Sept. 27, 2021 (Day 1)	1:00-4:00	Quality Management Representative (QMR)	VSU Quality Manual PM-QAC-02 Handling of IP Feedback PM-VPR-02 from PM-QAC-03 Risk Assessment PM-QAC-04 Management Review PM-QAC-05 Control of Nonconforming Parts/Services PM-QAC-10 Corrective Action	QMR	Auditor: MBLoreto Observer: MABorleo
		Office of the Dean of Open University	OGS Quality Procedures and Guidelines	Dean of Open University & dDRC	Auditor: MCBales Observer: AMMQuilicot
		CAS	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	College Dean & dDRC	Auditor: RBArmechin Observer: MLTambis
		RERC	OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: MGBurlas Observer: MRSMirafior

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1:00-4:00

DPBG	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: RCGuinocor Observer: NFRBello
DoPAC	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: SBLina Observer: CBLimbo
DOH	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance	Department Head & dDRC	Auditor: JGFJansalin Observer: SGCSugano

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1:00-4:00

	PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments		
DLABS	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: MTPLoreto Observer: APBaldos
DFST	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: MCMagdadaro Observer: LAMamolo
DBS	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: ADPardales Observer: VAGilos

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No. 21-02

Sept. 27, 2021 (Day 1)	1:00-4:00	NCRC-V	OVREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: DPPeque Observer: MTACruz
		DFS	OVPAAs Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: MEMUmpad Observer: MBUbay
Sept. 28, 2021 (Day 2)	8:00-5:00	Report preparation			IQA Team
Sept. 29, 2021 (Day 3)	8:00-5:00	Report submission			IQA Team
Sept. 30, 2021 (Day 4)	9:00-12:00	Customer Feedback	PM-QAC-02 Procedure on Handling Interested Parties Feedback PM-QAC-10 Procedure on Corrective Actions PM-QAC-05 Procedure on Control of Nonconforming Parts/Services	Customer Feedback Officer, QMR, & Assistant QMR	Auditor: RCGuinocor Observer: NFRBello
		Internal Quality Audit	PM-QAC-09 Procedure on Internal Quality Audit	IQA Lead Auditor	Auditor: MBLoreto Observer: MABorleo
		Philrootcrops	OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: AAVillocino Observer: BSBarredo
		OVPAAs	OVPAAs Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	VP for Academic Affairs & dDRC	Auditor: MCBales Observer: AMMQuilicot

**Sept.
30,
2021
(Day 4)**

9:00-12:00

College of Education	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	College Dean & dDRC	Auditor: EGCagasan Observer: EYBanoc
DGE	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: RBArmecin Observer: NVDumaguin
IHK	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments PM-IHK-01	Head of Institute & dDRC	Auditor: MGBurlas Observer: MRSMirafior

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**Sept.
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DCST	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: JGFJansalin Observer: SGCSugano
ISRDS	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Head of Institute & dDRC	Auditor: SBLina Observer: MBUbay
Biotech	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Department Head & dDRC	Auditor: AMPomida Observer: DMLumanao
OVPREI	OVPREI Quality Procedures and Guidelines	VP for Research, Extension & Innovation & dDRC	Auditor: ADPardales Observer: VAGilos

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Sept. 30, 2021 (Day 4)	9:00-12:00	Eco-FARMI	OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: LC Ampac Observer: RHDohiling
		Central Analytical Service Laboratory	PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Lab Head & dDRC	Auditor: MCMagdadaro Observer: LAMamolo
Sept. 30, 2021 (Day 4)	1:00-4:00	Planning and Development Office	PM-VPR-01 Procedure on Institutional Planning PM-VPR-02 from PM-QAC-03 Risk Assessment Procedure GL-VPR-01 from GL-QAC-01 Risk Assessment Guideline PM-VPR-03 from PM-QAC-01 Objectives, Targets, Program Setting	Planning Officer & dDRC	Auditor: MCBales Observer: AMMQuilicot
		Control of Documented Information	PM-QAC-06 Internal Documented Information PM-QAC-07 External Document Control PM-QAC-08 Control of Records	Document and Records Controller	Auditor: LOMoreno Observer: NVDumaguig
		Office of the Director for Instruction and Evaluation	OVPAA Quality Procedures and Guidelines	Director for Instruction and Evaluation & dDRC	Auditor: AAVillocino Observer: BSBarredo
		DCE	OVPAA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: RCGuinocor Observer: NFRBello

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1:00-4:00

DME	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: SBLina Observer: CBLimbo
DMeT	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: MTPLoreto Observer: APBaldos
Library	PM-LIB-01 Library Collection Development PM-LIB-02 Technical Processing of Library Materials PM-LIB-03 Issuance of Borrower's Card and Checking-out of Circulating Books PM-LIB-04 Checking in of Circulating Books PM-LIB-05 Circulation of Reserve Books PM-LIB-06 Receiving of Subscribed Materials (Serials) PM-LIB-07 Indexing Journal Articles PM-LIB-08 Receiving Publications (Gifts and Exchange) PM-LIB-09 Subscription Renewal (Serials) PM-LIB-10 Request for Book Binding	Chief Librarian & dDRC	Auditor: JGFJansalin Observer: SGCSugano
Financial Management	PM-ACT-01 Preparation of Financial Reports PM-ACT-02 Preparation and Processing of Remittance PM-ACT-03 Processing of Payrolls/ Vouchers	Finance Director & dDRC	Auditor: MBLoreto Observer: MABorleo

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Sept. 30, 2021 (Day 4)	1:00-4:00		PM-BUD-01 Budget Execution PM-BUD-02 Budget Preparation GL-BUD-01 Budget and Financial Accountability Reports PM-CSH-01 Collection of University Income PM-CSH-02 Disbursement of University Fund PM-CSH-03 Student Account Services PM-ODF-01 Program of Receipts and Expenditures PM-AUD-01 Financial Report Verification for Internally Generated Fund and Business Related Fund Projects		
		RCCRDC	OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: ADPardales Observer: GNDTan
		Geographic Information System Laboratory	PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Lab Head & dDRC	Auditor: MCMagdadaro Observer: LAMamolo
Oct. 1, 2021 (Day 5)	8:00-5:00	Report Preparation			IQA Team
Oct. 4, 2021 (Day 6)	8:00-5:00	Report Submission			IQA Team
Oct. 5, 2021 (Day 7)	9:00-12:00	Office of the Dean of Graduate School (OGS)	PM-OGS-01 Admission and Enrollment of Graduate Students PM-OGS-02 Change of Admission Status	Dean of OGS & dDRC	Auditor: LOMoreno Observer: PPOrano

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No. 21-02

Oct. 5, 2021 (Day 7)	9:00-12:00		from Probationary to Regular PM-OGS-03 Approval of Graduate Special Problem/Thesis/Dissertation Outline PM-OGS-05 Preparation of New Curriculum of Graduate Programs		
		Office of the Head of Instructional Materials Development (OIMD)	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Head of OIMD & dDRC	Auditor: AAVillocino Observer: BSBarredo
		CVM	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	College Dean & dDRC	Auditor: MTPLoreto Observer: APBaldos
		OVPSAS	PM-REG-01 Admission and Enrollment of Undergraduate Students PM-REG-02 Filing of Leave of Absence PM-SSO-01 Counseling of Students PM-SSO-02 Application for VSU-Operated Student Residence Hall PM-SSO-03 Application for VSU-Funded Undergraduate	VP for Student Affairs and Services & dDRC	Auditor: EGCagasan Observer: EYBanoc

**Oct. 5,
2021
(Day 7)**

9:00-12:00

	Scholarships and Grants PM-SSO-04 Application for Student Assistantship PM-SSO-05 Application for Recognition of Student Organization PM-VPS-01 v02 Quality Procedure of Undergraduate Internship Program		
Director for Extension	OVPREI Quality Procedures and Guidelines	Director for Extension & dDRC	Auditor: MCBales Observer: AMMQuilicot
NARC	OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: JGFJansalin Observer: SGCSugano
RDE Network Secretariat	OVPREI Quality Procedures and Guidelines	RDE Network Secretariat & dDRC	Auditor: SBLina Observer: CBLimbo
Plant Disease Diagnostic Laboratory	PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Lab Head & dDRC	Auditor: MCMagdadaro Observer: LAMamolo
Records and Archives Office	PM-REC-01 Procedure on Disposition of Records PM-REC-03 Control of Personnel Records PM-REC-04 Request for Information/Record	Unit Head & dDRC	Auditor: MEMUmpad Observer: MBUbay

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No. 21-02

Oct. 5, 2021 (Day 7)	9:00-12:00	Supply and Property Office	PM-SUP-03 Property Custodian Slip	Unit Head & dDRC	Auditor: LCampac Observer: RHDohiling
		NSTP	USSO Quality Procedures	Unit Head & dDRC	Auditor: RCGuinocor Observer: NFRBello
Oct. 5, 2021 (Day 7)	1:00-4:00	Registrar	PM-REG-01 Admission and Enrollment of Undergraduate Students PM-REG-02 Filing of Leave of Absence PM-REG-03 Submission and Posting of Grades PM-REG-04 Application and Approval of Candidates for Graduation PM-REG-05 Authentication of Student Records/ Document PM-REG-06 Issuance of Transfer Credential PM-REG-07 Adding, Changing, and Removal of Subjects PM-REG-08 Updating and Validation of Student of Student's Personal Information PM-REG-09 Dissolving Classes, Splitting of Classes, and Section Transfer PM-REG-10 Overloading of units PM-REG-11 Application for Withdrawal for Withdrawal of Enrollment GL-REG-01 Guideline to Ensure the Confidentiality of Records	University Registrar & dDRC	Auditor: LOMoreno Observer: PPOrano

**Oct. 5,
2021
(Day 7)**

1:00-4:00

		GL-REG-02 Guideline for Production of Transcript of Records GL-REG-03 Guideline for Crediting and Validating of Subjects taken in Another Institution GL-REG-04 Guideline on Online Enrollment GL-REG-05 Guideline on Evaluating the Academic Status of the Students		
	Advance Research and Innovation Center	OVPREI Quality Procedures and Guidelines	Center Director & dDRC	Auditor: SOVillagonzalo Observer: DMLumanao
	DOE	OVPAQ Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: AAVillocino Observer: BSBarredo
	HRD Director	PM-HRM-01 from PM-HRD-01 Recruitment, Selection and Placement for Faculty Members PM-HRM-02 from PM-HRD-02 Recruitment, Selection and Placement for Administrative Staff PM-HRD-03 Approval of Faculty Development Plan PM-HRD-04 Sending a Faculty Member to Trainings/Workshop s/Seminars/Conventi ons/Foras/Conferen ces PM-HRD-05 Learning and Development for In- house Training	HRD Director & dDRC	Auditor: MCBales Observer: AMMQuilicot

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No. 21-02

**Oct. 5,
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(Day 7)**

1:00-4:00

	PM-HRD-06 Approval of Scholarships for Administrative Staff PM-HRD-07 Sending a Faculty Member to Pursue Graduate/Advanced Studies under Scholarship/Fellows hip Grant PM-HRD-08 Approval for Sabbatical Leave PM-HRD-09 Performance Management PM-HRD-10 Rewards and Recognition		
Accounting	PM-ACT-01 Preparation of Financial Reports PM-ACT-02 Preparation and Processing of Remittance PM-ACT-03 Processing of Payrolls/ Vouchers	Unit Head & dDRC	Auditor: MBLoreto Observer: MABorleo
Motor Pool Services	PM-GSD-01 Preventive Maintenance PM-GSD-02 Corrective Maintenance PM-GSD-03 Request to use University Equipment PM-GSD-04 Maintenance and Calibration of Laboratory Instrument and Equipment GI-GSD-01 Preventive Maintenance GL-GSD-02 University Drivers and Operators GL-GSD-03 Request to use University Equipment	Unit Head & dDRC	Auditor: MCMagdadaro Observer: LAMamolo
Building and Housing Maintenance	PM-GSD-01 Preventive Maintenance	Unit Head & dDRC	Auditor: MEMUmpad

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Oct. 5, 2021 (Day 7)	1:00-4:00		PM-GSD-02 Corrective Maintenance GL-GSD-01 Preventive Maintenance		Observer: MBUbay
		Legal Office	PM-LEG-01 Review of MOA/Contracts	Chief Legal Officer & dDRC	Auditor: DPPeque Observer: MTACruz
Oct. 6, 2021 (Day 8)	8:00-5:00	Report Preparation			IQA Team
Oct. 7, 2021 (Day 9)	8:00-5:00	Report Submission			IQA Team
Oct. 8, 2021 (Day 10)	9:00-12:00	Admission	PM-REG-01 Admission and Enrollment of Undergraduate Students PM-OHA-01 Online Admission of Undergraduate Students in the New Normal GL-OHA-01 Online Admission of Undergraduate Students in the New Normal	Head of Admission & dDRC	Auditor: LOMoreno Observer: PPOrano
		College of Engineering and Technology	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	College Dean & dDRC	Auditor: AAVillocino Observer: BSBarredo
		Office of the Director for Administrative Services		Director for Administrative Services & dDRC	Auditor: RBArmecin Observer: MLTambis
		Office of the Head of General Services		Unit Head & dDRC	Auditor: JGFJansalin Observer: SGCSugano
		Office of the Head of RSP & Personnel Records	PM-HRM-01 from PM-HRD-02 Recruitment, Selection and	Unit Head & dDRC	Auditor: MCBales

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Oct. 8, 2021 (Day 10)	9:00-12:00		Placement for Administrative Staff		Observer: AMMQuilicot
		Office of the Head of Budget	PM-BUD-01 Budget Execution PM-BUD-02 Budget Preparation GL-BUD-01 Budget and Financial Accountability Reports	Unit Head & dDRC	Auditor: MBLoreto Observer: CBLimbo
		Annals of Tropical Research		Editor-in-Chief & dDRC	Auditor: MTPLoreto Observer: NFRBello
		Office of the Head of Grounds & Landscape Maintenance	GSD Quality Procedures and Guidelines	Unit Head & dDRC	Auditor: MCMagdadaro Observer: LAMamolo
		Office of the BOR & University Secretary	PM-OUS-01 Request and Release of Documents from the Office of the Board Secretary	BOR & University Secretary & dDRC	Auditor: MGBurlas Observer: MRSMiraflor
		Office of the Head of Continuing Professional Development		Unit Head & dDRC	Auditor: AMPomida Observer: GNDTan
		Office of the Head of University Integrated Information Center	PM-INF-01 Production of University Promotional Materials PM-INF-02 Documentation of University Events PM-INF-03 Issuance of Press Releases	Unit Head & dDRC	Auditor: MEMUmpad Observer: MBUbay
Oct. 8, 2021 (Day 10)	1:00-4:00	DMP	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: LOMoreno Observer: PPOrano
		Office of the Director of Innovation	OVPREI Quality Procedures and Guidelines	Director of Innovation & dDRC	Auditor: AAVillocino Observer: BSBarredo

**Oct. 8,
2021
(Day
10)**

1:00-4:00

Office of the Head of Performance Management and RR	PM-HRD-09 Performance Management PM-HRD-10 Rewards and Recognition	Unit Head & dDRC	Auditor: MCBales Observer: AMMQuilicot
Office of the Director for Resource Generation and Auxiliary Services	PM-IGP-01 Awarding of Stall/Space for Rent of VSU Facilities	Director for Resource Generation and Auxiliary Services & dDRC	Auditor: RBArmecin Observer: SGCSugano
Cashier's Office	PM-CSH-01 Collection of University Income PM-CSH-02 Disbursement of University Fund PM-CSH-03 Student Account Services	Cashier & dDRC	Auditor: MTPLoreto Observer: MBUbay
Office of the Director of the Center for Continuing Education	OVPREI Quality Procedures and Guidelines	Director of the Center for Continuing Education & dDRC	Auditor: DPPeque Observer: MTACruz
Office of the Head of Power Plant and Electrical Services	PM-GSD-01 Preventive Maintenance PM-GSD-02 Corrective Maintenance PM-GSD-03 Request to use University Equipment PM-GSD-04 Maintenance and Calibration of Laboratory Instrument and Equipment GI-GSD-01 Preventive Maintenance GL-GSD-03 Request to use University Equipment	Unit Head & dDRC	Auditor: SOVillagonzalo Observer: DMLumanao
Office of the Head of Instrumentation & Laboratory Equipment	PM-GSD-01 Preventive Maintenance PM-GSD-02 Corrective Maintenance PM-GSD-03 Request to use	Unit Head & dDRC	Auditor: MCMagdadaro Observer: LAMamolo

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No. 21-02

Oct. 8, 2021 (Day 10)	1:00-4:00		University Equipment PM-GSD-04 Maintenance and Calibration of Laboratory Instrument and Equipment GI-GSD-01 Preventive Maintenance GL-GSD-03 Request to use University Equipment		
		Office of the Director for Quality Assurance	PM-QAC-11 Conduct of AACCUP Accreditation PM-QAC-12 Request and Return of Documents	Center Director & dDRC	Auditor: ADPardales Observer: VAGilos
		ITEEM	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Head of Institute & dDRC	Auditor: RCGuinocor Observer: NFRBello
		Office of the Head of Alumni and Community Relations	PM-ACRO-01 Processing of Application of Alumni Membership and Issuance of Alumni ID	Unit Head & dDRC	Auditor: AMPomida Observer: GNDTan
Oct. 11, 2021 (Day 11)	8:00-5:00	Report Preparation			IQA Team
Oct. 12, 2021 (Day 12)	8:00-5:00	Report Submission			IQA Team
Oct. 13, 2021 (Day 13)	9:00-12:00	CFES	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	College Dean & dDRC	Auditor: LOMoreno Observer: NVDumaguig
		CoN	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	College Dean & dDRC	Auditor: ADPardales Observer: VAGilos

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**Oct. 13,
2021
(Day
13)**

9:00-12:00

Office of the Director for Physical Plant	PM-GSD-01 Procedure on Preventive Maintenance PM-GSD-02 Procedure on Corrective Maintenance PM-GSD-04 Procedure on Calibration Equipment and Laboratory Instruments	Director for Physical Plant & dDRC	Auditor: MCMagdadaro Observer: LAMamolo
Office of the Head of Income Generating Projects	PM-IGP-01 Awarding of Stall/Space for Rent of VSU Facilities	Unit Head & dDRC	Auditor: RBArmecin Observer: MLTambis
Office of the Head of LD & HR Accreditation	PM-HRD-05 Learning and Development for In-house Training PM-HRD-06 Approval of Scholarships for Administrative Staff PM-HRD-07 Sending a Faculty Member to Pursue Graduate/Advanced Studies under Scholarship/Fellowship Grant	Unit Head & dDRC	Auditor: MCBales Observer: AMMQuilicot
Office of the Head of Culture and Arts Center	PM-CAC-01 Execution of Programs of the Culture and Arts Center	Unit Head & dDRC	Auditor: MGBurlas Observer: MRSMiraflor
Office of the Head of University Review Services	PM-URC-01 Reservation of Slot in the Review Class for Licensure Examinations	Unit Head & dDRC	Auditor: SBLina Observer: CBLimbo
Office of the Student & Employee Housing Accommodation	PM-SSO-02 Application for VSU-Operated Student Residence Hall	Unit Head & dDRC	Auditor: DPPeque Observer: MTACruz
Office of the Head of the Printing Press	PM-IMD-01 Procedure on Preparation,	Unit Head & dDRC	Auditor: SOVillagonzalo

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Oct. 13, 2021 (Day 13)			Evaluation and Reproduction of IMs PM-IMD-02 from PM-VPI-08 Review and Approval of Instructional Materials (IM's) PM-IMD-03 from PM-VPI-09 Preparation of Course Syllabus and Table of Specifications (TOS), PM-IMD-04 Preparation, Evaluation and Monitoring of the VSU E-Learning Environment (VSUEE) , PM-IMD-05 Preparation, Evaluation and Monitoring of Google Classroom (GC), GL-IMD-01 Guideline on Preparation and Evaluation of IMs, GL-IMD-02 Preparation of Virtual Classroom (VC)		Observer: DMLumanao
	1:00-4:00	Office of the Head for Procurement	PM-SUP-01 Procurement through Alternative Method PM-SUP-02 Procurement through Competitive Bidding	Unit Head & dDRC	Auditor: LOMoreno Observer: PPOrano
		Office of the Head of Payroll and Leave Benefits	HRD Procedures, Guidelines & Forms	Unit Head & dDRC	Auditor: MCBales Observer: MRSMirafior
		Office of the Head of ICTMC	PM-UCC-01 Use of Intranet Protocol	Unit Head & dDRC	Auditor: RCGuinocor Observer: NFRBello
		Office of the Head of International Affairs	PM-IAO-01 Admission of International Students and Student Visa or	Unit Head & dDRC	Auditor: SBLina Observer: CBLimbo

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Oct. 13, 2021 (Day 13)	1:00-4:00		Special Study Permit Application		
		DAEEEx	OVPA Quality Procedures and Guidelines OIMD Procedures and Guidelines ODIE Procedures and Guidelines	Department Head & dDRC	Auditor: MCMagdadaro Observer: LAMamolo
		Office of the Head for Grants Development		Unit Head & dDRC	Auditor: EGCagasan Observer: EYBanoc
		Office of the University Disaster and Risk Reduction Management	PM-SEC-01 Incident Reporting PM-SEC-02 Issuance of Gatepass	Unit Head & dDRC	Auditor: SOVillagonzalo Observer: DMLumanao
Oct. 14, 2021 (Day 14)	8:00-5:00	Report Preparation			IQA Team
Oct. 15, 2021 (Day 15)	8:00-5:00	Report Submission			IQA Team
Oct. 18, 2021 (Day 16)	9:00-12:00	Office of the Chief of University Services for Health, Emergency & Rescue (USHER)	PM-UHS-01 Conduct of Entrance and Annual Medical Examination	Chief of USHER & dDRC	Auditor: LOMoreno Observers: NVDumaguig
		Office of the Dean of Students	PM-REG-02 Filing of Leave of Absence PM-SSO-01 Counseling of Students PM-SSO-02 Application for VSU- Operated Student Residence Hall PM-SSO-03 Application for VSU- Funded Undergraduate Scholarships and Grants PM-SSO-04 Application for Student Assistantship PM-SSO-05 Application for Recognition of	Dean of Students & dDRC	Auditor: MCBales Observer: AMMQuilicot

Oct. 18, 2021 (Day 16)	9:00-12:00		Student Organization		
		Internal Audit	PM-IAS-01 Financial Report Verification for Internally Generated Fund and Business Related Fund Projects	Unit Head & dDRC	Auditor: AMPomida Observer: GNDTan
Oct. 18, 2021 (Day 16)	1:00-4:00	Office of the Director for Research	OVPREI Quality Procedures and Guidelines	Director for Research & dDRC	Auditor: AAVillocino Observer: BSBarredo
		Gender Resource Center	PM-GAD-01 GAD Planning, Budgeting and Execution	Unit Head & dDRC	Auditor: MCBales Observer: AMMQuilicot
Oct. 19 2021 (Day 17)	8:00-5:00	Report Preparation and Submission			IQA Team
Nov. 22, 2021	8:00-5:00	Virtual Internal Auditor's Meeting			IQA Team
Nov. 29, 2021	9:00-12:00	Virtual Closing Meeting			Top Management Team, Auditees, dDRCs, Audit Team
	12:00-1:30	LUNCH BREAK			
	1:30-5:00	Virtual Closing Meeting			Top Management Team, Auditees, dDRCs, Audit Team
Note: <ul style="list-style-type: none">VSU Ikot vehicle will be used to transport the Internal Quality Auditors during the on-site visit of the 3rd Internal Quality Audit.					
Prepared by:  LUZ O. MORENO IQA Lead Auditor			Reviewed and Approved by:  EDGARDO E. TULIN University President		
Date: September 1, 2021			Date: September 1, 2021		